

CHAPTER 20

ADMINISTRATIONS PROCEDURES

Dillon Dispatch Dispatching Procedures

The specific function of the DDC organization is to:

- Process and fill resource orders for all requests from within and outside of the DDC operational area.
- Maintain and monitor the Incident Qualifications Certification System for the Beaverhead-Deerlodge National Forest, and Butte and Dillon Field Offices of the BLM.
- Coordinate wildland fire training for the DDC zone.
- Process and fill orders for incidents when DDC is the ordering point for aircraft. (See Chapter 80)
- Flight follow all aircraft used within the DDC zone which are under the administrative jurisdiction of DDC. Aircraft Search and Rescue Guides for both Federal & State aircraft will be located near the radio console in DDC (See Chapter 80)
- Collect and distribute weather information, forecasts and NFDRS indices for the DDC zone.
- Monitor the prescribed burning programs, including brush disposal and coordinate the smoke management program for the DDC zone. Act as the airshed coordinator for Airsheds 5 and 7. Provide support to burn projects as requested.
- Provide communications for other units and districts as requested.
- Coordinate and/or assist zone emergencies, search and rescue operations, and law enforcement activities associated with such emergencies.
- Coordinate detection flights.
- Monitor DDC zone mobilization levels and coordinate resource availability accordingly. Provide situation reports to requesting units.
- Contact Agency Duty Officer to arrange for Resource Advisors.
- WILDCAD will be used for all incidents or requests for assistance that come to DDC.
- DDC will read morning and afternoon fire weather, fire weather watches and red flag warnings over the radio. Fire Weather Warnings and Red Flag Warnings will require acknowledgment from units in the field and district duty officers.

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- DDC will ensure that arriving resources have positive documented contact with the Incident Commander, Operations Sections Chief or other appropriate incident management personnel. This must occur prior to any work commencing on the fire.

Local Dispatch Procedures

- Dispatch personnel, aircraft, equipment and supplies to initial and extended attack incidents on lands within DDC's jurisdiction.
- Process and fill resource orders for all fires within DDC's jurisdiction. Expand the dispatch organization to handle the increased workload as necessary.
- Coordinate with local cooperators, i.e. volunteer fire departments, emergency and disaster service, sheriff's office, etc.

Notification Procedures

- For all BLM, class A and B, fires, the appropriate field office will be notified after the fire is staffed and the first on scene report is received by DDC. For fires that are anticipated to be class C or larger, field offices will be notified as soon as possible. DDC will be responsible for notifying the BLM FMO or acting. The BLM will decide whether a resource advisor will be dispatched to the fire. In any area with a heavy equipment restriction, BLM Area Manager approval is required prior to the use of heavy equipment. Heavy equipment is defined as any piece of equipment capable of altering the landscape by physically reshaping the terrain.
- Suppression responsibility lies with the agency having protection responsibility for that area. Notification will be given to that unit and the closest available resource will be dispatched to the incident. When the incident is between two protection boundaries or potentially threatening other agencies lands, all agencies will be notified.
- DNRC will be notified of any mutual aid response requested for local government fires. Notification for fires in Jefferson County should be directed to the Helena Interagency Dispatch Center, and fires in Madison and Beaverhead Counties should be directed to the Dillon Unit via Duty Officer notification. This ensures that DNRC is aware of the fire in case of further development into county assist.

Incident Business Management Procedures

The Dillon Dispatch Center will utilize the Interagency Incident Business Management Handbook as the principle guide for business practices. The agency specific guidelines and policies for the agency with protection for the incident will also be followed.

Procurement Guide

The Beaverhead-Deerlodge will utilize a Forest Service Supply Plan for acquisition of supplies and services related to emergency incidents under the jurisdiction of the Beaverhead-Deerlodge National Forest. The Forest Service Supply Plan will be assembled and updated by the Zone acquisition staff. Dillon Unit DNRC will utilize a State Service and Supply Plan and DNRC agreements.

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Incident Business Advisor

An Incident Business Advisor will normally be ordered for Type I and Type II incidents with federal jurisdiction. The Incident Business Advisor (IBA) will function as a liaison between the Agency Administrator and the Incident Management Team. The IBA will normally make visits to the incident, buying team, expanded dispatch, R&R facilities and staging areas to facilitate communication and successful business practices. A technical specialist may accompany the IBA to assist in specific areas of concern. The IBA will ensure that standard business practices are followed.

An agency administrator may request business management oversight at any time from an IBA or an agency representative appointed by the administrator.

Buying Unit Procedures

When a Type I or Type II Incident Management Team is assigned to an incident with federal jurisdiction a buying team may be ordered see section 22.7.

Drivers or other personnel may be assigned to assist the buying team. Supervisors of persons assigned as drivers will insure the driver has had 8 hours of rest prior to starting their shift, will not drive more than 10 hours per shift, and take breaks every 2 hours as stated in the Health and Safety Code section 12.31. Shifts for drivers should not exceed 16 total hours. If several drivers are needed, a transportation manager may be appointed to schedule drivers on staggered shifts and monitor the fatigue factor. Safety of employees is the primary concern.

Dillon Dispatch will maintain a small Buying Unit Kit as outlined in the National Interagency Buying Team Guide.

Prior to demobilization the Buying Team will brief the agency business management and acquisition staff on the status of pending purchases, durable goods purchased and any property items that were purchased. Durable and property purchases will be tracked on a spreadsheet and a copy will be given to the agency business management representative and DDC center manager.

Property Management

The host agency expects the incident management team to place a high priority on property management. The Buying Unit Team Leader and Finance Section Chief will be briefed on agency specific property tracking and management procedures by the agency business management and acquisition staff. Incident Management teams have the responsibility to ensure that all property purchased is properly turned over to the host agency. Durable goods purchased in the absence of NFES cache items should be incorporated into National Cache system when possible. If the items cannot be incorporated into the National Cache system they will be incorporated into the host agency cache system.

Overhead/Crews**Mobilization**

Mobilization activities will be conducted with a high regard for safety and cost effectiveness. It is required that all personnel carry photo identification cards while on incident assignments. This will assist when transportation is done by commercial airline.

Demobilization

Demobilization activities will be conducted with a high regard for safety and cost effectiveness.

Electronic Information Transfer

A telephone call will always be required for confirmation of transmitted orders.

ROSS (Resource Ordering and Status System)

Electronic transfer of resources will be used for sending and receiving orders, transmission of travel information and documentation on all orders.

Electronic Mail Procedures

In addition to posting travel in ROSS, all information regarding tactical aircraft travel will be relayed by telephone. All information regarding administrative aircraft travel will be communicated by telephone in addition to relaying an Aircraft Flight Request/Flight Schedule in DMS. COMMIT messages posted via DMS are required to note the change in status of NATIONAL resources. COMMIT messages may be required for other selected resources as identified by NRCG member suppression agencies. of filled requests and emergency release requests will be via telephone.

Crews

Northern Rockies Type I crews must meet the minimum standards in the Interagency Hotshot Crew Operations Guide. Standards and procedures for mobilization of Type II crews by DDC are located in Chapter 60.

Smokejumpers

Smokejumpers can be ordered directly from the closest base to the incident through the appropriate dispatch center. Normal notification procedures will apply when using national resources. Normal hours for smokejumpers at the AFD are 0900-1800. The Forest can specifically request early or late standby should a need for smokejumper forces be anticipated. A charge code will be required for additional standby times. Core hours for smokejumpers will be 1200-1700.

Rehabilitation Teams

There are burned-area rehabilitation teams available to evaluate the need for emergency rehabilitation necessary on a fire site due to fire suppression activities or the fire itself. Any requests for a team will be through DDC. There are no standing rehab teams in the region at this time.

Overhead Teams

Overhead teams are made up of a mix of qualified interagency personnel from the agencies having incident responsibilities. Personnel from the Dillon Interagency Dispatch Center, normally participate on the East Zone Teams.

The agencies are: Beaverhead-Deerlodge, Custer, Helena, Gallatin, and Lewis and Clark National Forests; Montana BLM; Yellowstone National Park, NPS; Billings Area Offices, BIA; and the Central, Southern, Eastern, and Northeastern Land Offices, DNRC.

Type I, Type 2 teams, Area Command and Fire Use Management Teams will be ordered through NRCC. Upon arrival teams will be briefed using the standard Northern Rockies briefing package located in the Northern Rockies National Interagency Management Team 2009 Operating Plan. This will include information on the WFDSS, delegation and standard business practices for the agency with jurisdiction. When incidents transition from one team to another or back to the district, a closeout briefing will be scheduled.

Buying Team/Payment Assistance Teams

Buying Teams will normally be ordered for Type 1, Type 2, and Fire Management Teams for incidents with federal jurisdiction. Incidents that are not anticipated to last over 5 to 7 days may not have a buying team, but individuals may be ordered to supplement the local procurement staff. These teams will be responsible for the incident procurement; they will interface with local procurement personnel for briefing and guidance as needed. Buying teams will normally be co-located with expanded dispatch. Payment Assistance Teams will be ordered through normal dispatch channels at the request of the Budget and Finance Officer or the Forest Administrative Officer. Incidents with State jurisdiction may request additional procurement help if needed.

Aircraft Operations**Mobilization**

All aircraft for Forest Service flights will be scheduled and monitored through DDC. For administrative flights, a completed Flight Request/Justification of Administrative Use of Aircraft (Form FS-5700-10) and Travel Cost Comparison Worksheet (Form FS-5700-11) will be given to DDC before the flight is scheduled.

Flight following for flights on the zone will be done by DDC unless districts are requested to do so by the aircraft or DDC.

See Chapter 80 for specific flight following direction and flight request information.

Air Patrol Management Procedures

Several situations will trigger Air Patrol/Detection Flights. They will be flown when the Zone Staffing Levels reaches IV in the path of recent lightning storms, or over areas of high visitor use. Flights can also be scheduled at the discretion of the Dispatch Center Manager on duty or at the request of a District FMO. All flights over the Forest on a Forest Service flight plan will maintain AFF or radio contact on a pre-designated frequency and relay position and heading information every 15 minutes as well as notification of take-offs and landings, unless another flight following format is designated by DDC. Air

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patrol will inform the districts when arriving and departing their area in case the district has special requests such as old fires or reported new smokes they would like checked.

DDC will follow the procedures in the Northern Rockies Mob Guide section 87.4 to mitigate the inherent mid-air danger with neighboring units.

DDC will coordinate flights with Anaconda Unit per the Annual Operation Plan with Anaconda Unit.

Intelligence

DDC will submit a Situation Report of all agencies electronically as requested by the Geographic Area Coordination Center (GACC).

Preparedness Levels

For the USFS the breakdown by levels for the each fire weather zone was calculated using the computed class level for five staffing levels, based on the 90th and the 97th percentile ERC (NFDRS Fuel Model G) averages for the years 1988-2007. Zone 110 ERC calculations used NFDRS weather stations Wise River, Phillipsburg, and Galena. Zone 111 ERC calculations used NFDRS Weather Stations Jefferson, Ennis, and Red Rocks.

The BLM Zone Fire Management officer and the Forest FMO will jointly review the staffing guide annually to insure a level of staffing and action commensurate with the fire danger or risk.

The DNRC bases their preparedness levels on ERC readings (NFDRS Fuel Model G), utilizing the readings from Antelope, Brenner and Red Rocks RAWS stations.

Additional information on the specifics can be found in Appendix B.

Smoke management

Prescribed Fire

DDC needs to be informed of any prescribed burning being done so that the appropriate cooperating agencies can be informed.

Each district, field office or unit will be responsible for entering burn information into the smokemu data base, including the new information required for First Order Fire Effects Model (FOFEM.)

For prescribed burning, DDC needs to know the following information:

- Location (legal)
- Burn type
- Acreage

Burning planned for the following day **MUST** be reported a day in advance by 11 am. Burns planned for Saturday, Sunday and Monday will be posted on Friday morning 11 am.

DDC will monitor for burning restrictions, burners should also monitor the web site. The Montana State Airshed Group will maintain a web page and restrictions will be posted at (www.smokemu.org.) by

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1600 Monday-Friday. Restrictions for Saturday, Sunday and Monday will be posted on Friday afternoon.

DDC will be staffed during prescribed burning. If there is a need for dispatch to be open after normal duty hours, a request should be made as soon as the need is known.

The BLM retains administration of its prescribed fire program in accordance with the Cooperative Fire Management Agreement dated May of 2006. In accordance with that agreement Clause 22 any party may provide assistance to another to implement Prescribed Fire activities.

BLM will provide a copy of the Burn Plan for any cooperative burns to the District FMO involved in the execution and to DDC. BLM will be responsible for the cost share agreement or contract if the project is reimbursable.

A copy of the signed burn plan will be sent to DDC by the district/zone prior to implementation.

Wildland Fire Management

The Beaverhead-Deerlodge National Forest, Land and Resource Management Plan, Forest Plan, States on page 22, under Standard 2: Wildland fire use is an available tool for all unplanned ignitions.